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SAN FRANCISCO SHERIFF'S DEPARTMENT
JAIL RULES
Revised 4/94

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RULES OF CONDUCT FOR COUNTY JAIL PRISONERS

Prisoners are expected to conduct themselves in an orderly, respectful manner, to respect the rights of others, to obey all jail rules, and to follow any order or instruction given by any jail staff member. Failure to follow jail rules may result in disciplinary action being taken against a prisoner.

MINOR RULES:

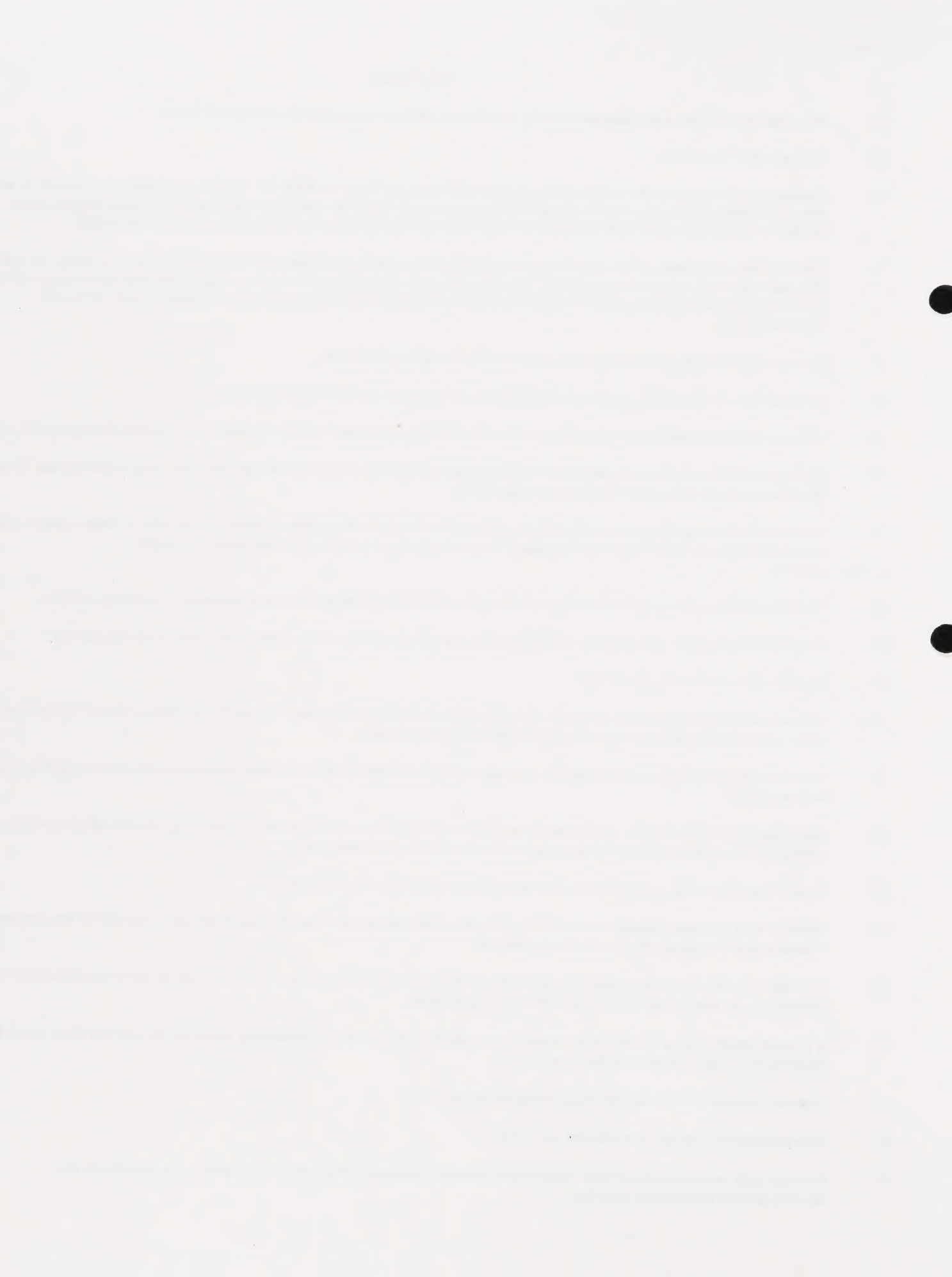
1. Each prisoner shall keep her/himself clean, keep his/her assigned cell or area neat and clean, make his/her assigned bed daily, and keep cell bars, windows, walls and lights clear and free of paper or objects unless otherwise authorized.
2. Each prisoner shall have no more than 3 books, newspapers and magazines from the jail library, and shall have no more than a total of 10 books, newspapers and magazines in his/her cell or housing area (including those owned personally or issued through the educational program). These items shall not total more than 3 pounds in weight.
3. Prisoners shall not possess or use cigarettes, cigars, matches, or any tobacco products or paraphernalia.
4. Prisoners shall remain quiet between 2300 hours and 0600 hours.
5. Prisoners shall not use the jail elevators or house telephones unless authorized.
6. Prisoners shall not possess more clothing or bedding than the quantities allowed in the jail in which he/she is housed.
7. Prisoners may take to court only papers relating to their case.
8. Prisoners shall wear shoes, socks, pants and shirts whenever they are outside their assigned housing areas. In addition, they may wear sweatshirts, jackets or other issued clothing as weather or job assignments require. All issued items shall be worn as intended.
9. Prisoners shall not throw anything at anyone.
10. Prisoners shall not have kitchen food or unwrapped commissary food in their cells. Prisoners may have one piece of fruit and a maximum of 10 packets of sugar.
11. Prisoners shall return all plates, trays and inserts after each meal.
12. Prisoners shall not yell from cells or windows or throw anything out of any window.
13. Prisoners shall not take anything from a visitor unless authorized by a deputy. Prisoners may accept legal materials from an attorney with approval of a deputy.
14. Prisoners shall not change beds, cells or housing areas unless authorized by a deputy.
15. Prisoners shall not make obscene, threatening or derogatory gestures, or use obscene, threatening, or derogatory language to or about anyone.
16. Prisoners shall obey any order given by any staff member.
17. Prisoners shall not burn or cook anything and shall not possess any candles.
18. Prisoners shall not kiss, hold hands with, or affectionately touch another prisoner.

MAJOR RULES:

19. Prisoners shall IMMEDIATELY return to their cell or bunk when ordered by a deputy or other staff person.
20. Prisoners shall not possess tattoo kits and shall not tattoo themselves or any other person.
21. Once issued an identification wristband, no prisoner shall damage, remove or exchange it with another prisoner.
22. Prisoners shall not enter any unauthorized area without permission of a staff person.

JAIL RULES

23. Prisoners shall not enter a non-assigned housing area without permission of a deputy or other staff person.
24. Prisoners shall not gamble.
25. Prisoners shall not possess any money except prisoners in County Jail #1 and in Ward 7D - SFGH may possess up to \$30.00 at any one time, and prisoners in County Jails #2, #3 and #7 may possess up to \$10.00 in nickels and dimes in order to make telephone calls. ANY MONEY POSSESSED IN OTHER DENOMINATIONS OR ABOVE THESE AMOUNTS WILL BE CONFISCATED.
26. Prisoners shall not possess a total of jail commissary items (candy, snacks, beverages) in excess of \$30.00 in value at any one time. Stationery, footwear, and other sundries (e.g., deodorant, mascara, toothpaste) shall not be counted against the \$30.00 limit. ANY COMMISSARY POSSESSED ABOVE THE AMOUNT PROVIDED IN THIS RULE, IS CONTRABAND AND WILL BE CONFISCATED.
27. Prisoners shall not sell, trade or barter any item or service to any other prisoner.
28. Prisoners shall not falsify any record nor shall any prisoner forge the signature of any other person.
29. Prisoners shall not deliberately cause toilets or sinks to overflow or otherwise tamper with plumbing, including fire suppression sprinkler.
30. Prisoners shall not steal, remove, damage or burn any property, building or thing (including locks) belonging to the City and County of San Francisco or to any other person, company or organization.
31. Prisoners shall not engage in, and shall not request, entice, or coerce any other person to engage in any kind of sexual conduct. Sexual conduct includes, but is not limited to, touching of breasts, buttocks, or genitals, oral copulation and vaginal intercourse.
32. Prisoners shall not make or possess weapons of any kind of materials that might be used as a weapon or to make a weapon.
33. Prisoners shall not fight with or attack any other person and shall not participate in a fight or an attack on another person.
34. Prisoners shall not riot nor incite a riot.
- 34a. Prisoners shall not make, possess or display any gang affiliated paraphernalia including graffiti, the wearing of colors or the wearing of issued items in a manner intended to designate a particular group or gang.
35. Prisoners shall not escape, nor assist another prisoner to escape. Prisoners shall not possess any item which could be used in connection with an escape.
36. Prisoners shall not receive, buy, or possess any medication prescribed for another person, nor shall any prisoner sell or give their medication to another person, nor shall any prisoner hoard his/her own medication.
37. Prisoners shall not make, possess or be under the influence of any alcoholic beverage.
38. Prisoners shall not make possess or be under the influence of any narcotic or other drug not prescribed by the jail for that prisoner. Prisoners shall not possess any narcotics paraphernalia.
39. A prisoner granted a pass for temporary removal from custody shall not use, possess or return to custody under the influence of liquor, narcotics or any drug not specifically prescribed for that prisoner.
40. A prisoner granted a pass for temporary removal from custody shall attend all appointments shown on the pass and shall return to custody promptly at the time and location shown on the pass.
41. Prisoners shall not commit any act which is punishable as a crime.
42. Prisoners shall not attempt to violate any major rule.
43. Prisoners shall not commit more than 2 minor rule violations during any 60 day period in custody. The third minor rule violation is itself a major rule violation.



**SAN FRANCISCO SHERIFF'S DEPARTMENT
PRISONER DISCIPLINARY SUMMARY**

CONTRABAND

Possession of personal property by a prisoner is limited for reasons of safety, security, and space, and to prevent disparities in the conditions of confinement.

1. All personal property not specifically allowed under jail rules or by permission of a jail staff person is contraband and subject to confiscation without compensation. Confiscated currency or coins shall be deposited into the Inmate Welfare Fund.
2. Contraband includes:
 - a. All items possessed in violation of jail rules (see Rules 2, 3, 6, 10, 17, 20, 25, 26, 27, 32, 34a, 35, 37, and 38)
 - b. All non-jail issued items not specifically approved by Department regulations.
3. *Contraband does not include legal material, letters or photographs received in compliance with Department regulations.

MINOR DISCIPLINE

A violation of a Minor or Major rule is punishable by any or all of the following:

1. A written reprimand.
2. Loss of television, telephone, and/or commissary privileges for up to 5 days.
3. Loss of up to 2 visits and/or 2 recreation periods.
4. Disciplinary lock-up for up to 5 days. (Lock-up shall be presumed to include impositions of penalties #2 and #3 during its term.)

MAJOR DISCIPLINE - Imposition requires a hearing

A violation of a Major rule is punishable by any or all of the following:

1. Loss of television, telephone, and/or commissary privileges for more than 5 days.
2. Loss of more than 2 visits and/or recreation periods.
3. Disciplinary lock up for 6 to 10 days. (Lock up shall be presumed to include imposition of penalties #1, and #2 during its term.)
4. Loss of good time.
5. Loss of opportunity to earn future work time.
6. Recision of an accelerated release date established pursuant to a court order of general application.

DISCIPLINARY PROCEDURES

1. Staff person reports suspected violation of rule to supervisor within 24 hours of incident by completing Part 1 of the Notice of Rule Violation.
2. Supervisor investigates and within 48 hours of incident determines either:
 - a. No violation occurred and notes same on form.
 - b. Rule violated and minor discipline imposed.
 - c. Rule probably violated and major discipline requested - refer to Facility Commander or designate to set hearing.
3. If hearing, the Facility Commander or designate will:
 - a. Notify prisoner through Prisoner Legal Services.
 - b. Schedule hearing for a date 2 to 7 days after the prisoner received his/her notice.
 - c. Notify Hearing Officer designated by the Sheriff and the prisoner's representative of the scheduled hearing.
 - d. Appoint Presenting Officer to prepare case against the prisoner.

NOTE: For further details refer to Prisoner Discipline Procedures pages 9 to 20.

WORKTIME CREDITS PROCEDURE:

1. When a prisoner has refused to perform any reasonable job assignment, the staff member shall inform the prisoner verbally that s/he may lose working credits if s/he refuses a reasonable job assignment or continues to perform unsatisfactorily. If the prisoner accepts the job assignment or sufficiently improves performance, no further action shall be taken.
2. If a prisoner continues to refuse a reasonable job assignment or continues to perform unsatisfactorily, the charging staff person completes Part 1 of the Notice of Rule Violation before going off duty and submits it to the supervisor.
3. The supervisor investigates and within 48 hours of the incident determines either:
 - a. The prisoner did not refuse to work or that the job assignment was unreasonable.
 - b. There was a probable refusal to work and the prisoner does NOT contest the matter.
 - c. There was a probable refusal to work and the prisoner DOES contest the matter.
4. If there is a probable refusal, contested or not, the matter shall be referred to the Facility Commander to designate, who within 72 hours of the incident interviews parties and witnesses, determines the matter and notifies the prisoner either:
 - a. There was no refusal to work or the job assignment was unreasonable.
 - b. That there was a refusal to work or there was consistently poor performance with a written summary of the facts, a conclusion and the total number of unearned work credits denied.
5. The prisoner may subsequently request work and such request must be granted no later than 30 days after refusal, except if security would be jeopardized.

NOTE: For further details refer to Prisoner Discipline procedure pages 21-22

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